

CENTRAL REFERENCE SERVICE  
PERSONNEL DEVELOPMENT PROFILE

Computer-Related Positions  
GS-09 - GS-11

ASSIGNMENTS

Programmer

TRAINING

*Orientation*

CIA Today and Tomorrow

*Skills Development*

Effective Writing  
Fundamentals of Supervision and Management  
Supervised on-the-job training (24-36 months)

*Functional Development*

IBM Assembler Workshop  
IBM Direct Access Storage Data Management  
IBM Multi-programming Services  
OJCS Systems Analysis  
OJCS Systems Design

**CENTRAL REFERENCE SERVICE  
PERSONNEL DEVELOPMENT PROFILE**

**Computer-Related Positions  
GS-12**

**ASSIGNMENTS**

Computer Specialist

**TRAINING**

*Skills Development*

Effective Briefing  
Fundamentals of Budgeting  
Managerial Grid  
Project Officer in the Contract Cycle  
Managing Management Time (USDA)  
Supervised on-the-job training (24-30 months)

*Functional Development*

Project Management (IBM)  
Managing Data Processing (IBM)  
Microform Technology  
Teleprocessing Systems Design

*Professional Development*

Guide Conference  
National Computer Conference